

# CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, September 6, 2016

8:30 a.m.

County Board Room – 3<sup>rd</sup> Floor – Courthouse

## MINUTES

The Clay County Board of Commissioners met in regular session with the following Commissioners present: Kevin Campbell, Frank Gross, Wayne Ingersoll, Jenny Mongeau, and Grant Weyland. Brian C. Berg, County Administrator; Jenny Samarzja, Chief Assistant County Attorney; and Colleen Eck, Sr. Administrative Assistant, were also present.

### APPROVAL OF AGENDA

On motion by Mongeau, seconded by Campbell, and unanimously carried, the agenda was approved with removal of the donation to Veterans Service Office consent item.

### APPROVAL OF COUNTY ABATEMENTS

By consent agenda, the Board approved abatements for VanRaden Properties, Parcel #52.981.0612, for \$174 (should have been classified as dealer inventory; and Dean Iverson, Parcel #24.999.0012 for \$10 (trailer was removed).

### AGREEMENT WITH PUBLIC HEALTH FOR HIGHER GROUNDS TO PURCHASE SUPPLIES WHICH ENCOURAGE HEALTHIER EATING

By consent agenda, the Board approved an agreement with Public Health for Higher Grounds to provide preapproved strategy funding through the Community Wellness Grant to purchase supplies which encourage healthier eating.

### AGREEMENT WITH PUBLIC HEALTH FOR LAKELAND MENTAL HEALTH CENTER TO PROVIDE TRAINING WORKSHOPS CONCERNING HYPERTENSION AND PREDIABETES DISPARITIES

By consent agenda, the Board approved an agreement with Public Health for Lakeland Mental Health Center to provide preapproved strategy funding through the Community Wellness Grant for training workshops for improving the process to identify people with the highest hypertension and prediabetes disparities.

### AGREEMENT WITH PUBLIC HEALTH FOR NEW AMERICAN CONSORTIUM FOR WELLNESS AND EMPOWERMENT FOR A PROJECT MANAGER AND COMMUNITY HEALTH WORKER FOR DIABETES AND HEART DISEASE

By consent agenda, the Board approved an agreement with public health for New American Consortium for Wellness and Empowerment to provide pre-approved funding from the Eliminate Health Disparities Initiative Grant for a project manager and community health worker to work with populations at high risk for diabetes and heart disease.

APPLICATION FOR A COMMUNITY SUPPORT GRANT & CRISIS RESPONSE SERVICE GRANT

By consent agenda, the Board approved Social Services' submittal of grant applications for the Community Support Grant and Crisis Response Services Grant to the Minnesota Department of Human Services (DHS) and to enter into grant contracts with DHS for these funds.

CITIZENS TO BE HEARD

There were no citizens who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Ingersoll, seconded by Weyland, and unanimously carried, the bills and vouchers were approved for payment.

APPROVAL OF DONATION TO VETERANS OFFICE FROM MOORHEAD THRIFT SHOP

Commissioner Campbell asked that donations to the Veterans Service Office be acknowledged as regular agenda items. Veteran's Service Officer Curt Cannon was present for Board acknowledgement of a \$300 Donation to the Veterans Service Office from Moorhead Thrift Shop to be used for the GAP Fund.

APPROVAL OF COUNTY VETERANS SERVICE OFFICE GRANTS AND RESOLUTION

Veteran's Service Officer Curt Cannon requested the Board's approval of acceptance of a \$12,500 Operational Enhancement Grant.

On motion by Weyland, seconded by Campbell, and unanimously approved, the Board approved acceptance of a \$300 donation from Moorhead Thrift Shop; and the following resolution was adopted, approving execution of the grant documents as mentioned above:

**RESOLUTION NO. 2016-31**

**BE IT RESOLVED** that the County of Clay enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2015 Chapter 77, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

**BE IT FURTHER RESOLVED** by CLAY COUNTY that CURTIS A CANNON, the CLAY COUNTY VETERANS SERVICE OFFICER, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

**WHEREUPON** the above resolution was adopted at A REGULAR MEETING OF THE CLAY COUNTY BOARD OF COMMISSIONERS this SIXTH DAY OF SEPTEMBER, 2016.

On motion by Mongeau, seconded by Ingersoll, and unanimously carried, the Board approved out-of-state travel for the County Veterans Service Officer and Veterans Service Representative to attend the National Association of County Veterans Service Officers (NACVSO) Conference in San Diego, CA on June 10-17, 2017, for accreditation and continuing education.

#### CONSIDERATION AND APPROVAL OF SECURITY CAMERA POLICY

Information Services Director Mark Sloan informed the Board that along with the new security cameras at the Family Service Center, a new policy was drafted. Assistant County Attorney Samarzja assisted with the language for the policy. The purpose of the policy, Security Camera Viewing and Surveillance Data Storage and Access Policy, is to regulate the use of cameras used to observe and record public areas for the purposes of safety and security. To ensure the protection of individual privacy rights in accordance with the county's core values, and state and federal laws, the policy sets in place a guideline that surveillance data from the cameras is stored for five days and access to those files is limited to law enforcement when required by the law. Additionally, procedures are included to allow individuals access to the live stream from security cameras.

On motion by Ingersoll, seconded by Weyland, and unanimously carried, the Board approved the Security Camera Viewing and Surveillance Data Storage and Access Policy.

#### OPEN BIDS FOR CAMPUS UTILITY WORK AND PARKING LOT

County Engineer David Overbo, along with Assistant County Engineer Erik Hove, received two bids for the campus utility work and parking lot. The engineer's estimate for the project was \$749,783.50. Two bids came in, but one bid was incomplete. The bid submitted by Key Contracting was for \$826,939.40. The project involves utility relocation work along 8<sup>th</sup> Avenue N. and water and sewer service disconnections for the demolished properties. It also includes the construction of a gravel parking lot north of the current Law Enforcement Center. Discussion ensued concerning the bid being higher than the estimate and if waiting until spring to rebid the project would be an option.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved the bid from Key Contracting in the amount of \$826,939.40 for campus utility work and parking lot, based on the bid being complete.

#### CONTINUED BUDGET DISCUSSION

County Administrator Brian C. Berg and Auditor-Treasurer Lori Johnson presented follow-up budget information. The County Attorney's Office will hire two new attorneys in 2017, but the request was reduced by staggering hiring to April and October. Commissioner Mongeau noted concern regarding the significant case load in that office. Requests were reduced in Social Services, Sheriff's Office/Corrections, Highway Department, Juvenile Detention (non-secure), Information Services, Technology Services, Human Resources and Safety Management, Extension, Planning and Zoning. In total, the new requests were

reduced from \$254,264 to \$102,022. There is also a reduction in Worker's Comp and MCIT contributions. Reducing requests from external agencies was mentioned, but request increases from those agencies were reasonable.

#### INFORMATION RE: PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTHORITY

Solid Waste Director Kirk Rosenberger was present for the Prairie Lakes Municipal Solid Waste Authority (PLMSWA) budget overview. Commissioners Campbell is on that board which passed the 2017 PLMSWA annual budget last week. The tipping fee at that facility will go from 94.50 per ton to 102.50 per ton. That increase will result in an additional expense of \$27,200 for Clay County, which will be absorbed in the Solid Waste Budget. Clay County has 15% ownership, is obligated at 15%, with tipping fees for 3,400 tons annually. Due to some counties not meeting their percentage obligations each year, the billing system is changing to a monthly charge based on averages rather than usage.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board agreed to the increased tipping fees at PLMSWA and the new billing system with monthly charges.

#### APPROVAL OF SATISFIED OBLIGATION ON DELINQUENT ACCOUNT

On motion by Campbell, seconded by Ingersoll, and unanimously carried, the Board approved settlement of a delinquent account with Great Plains Environment after they satisfied their obligation as agreed upon.

#### COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE/DISCUSSIONS

- Commissioner Campbell attended meetings for Prairie Lakes Municipal Solid Waste Authority (PLMSWA); Solid Waste Advisory Committee (updates on Household Hazardous Waste, social media, and PLMSWA); FM Diversion Authority; Jail Construction Bid Issue; Forum Editorial Board (re: County sales tax for Correctional Facility and Law Enforcement Center); Clay County Joint Powers; and Audit Exit Interview. He was also on KFGO and WDAY talk radio shows concerning sales tax.
- Commissioner Mongeau attended meetings for Lakes and Prairies Facilities Committee (re: Headstart); Planning Commission; Lakes and Prairies Human Resources Committee (updates on Executive Director, Child Care Awareness Programs, Grant Applications, Certified Community Action Professionals, Headstart); Clay County Joint Powers Meeting (updates on school buildings, DGF bonding updates, boundary updates, Correctional Facility and Law Enforcement and Budgets).
- Commissioner Weyland attended meetings for Prairie Lakes Municipal Solid Waste Authority (PLMSWA); Solid Waste Advisory Committee; FM Diversion Authority; and Jail Construction Bidding Process.

- Commissioner Ingersoll attended meetings for Planning Commission, Lakes and Prairies Community Action Partnership; Building Committee Meeting (Re: areas that need attention).
- Commissioner Gross attended a Drug Court Graduation; Buildings Committee meeting (re: improvements needed); State Audit Exit Interviews; and Family HealthCare Committee meeting.
- County Administrator Brian C. Berg attended meetings for a Dilworth personnel matter; County campus parking plan; radio financing for Sheriff's office and dispatch; FM Diversion (conference call); Regional Administrators; Social Services finances; Correctional Facility cell construction; correctional facility budget; State Audit Exit Interview; County personnel matter; courthouse basement water damage and improvements; Safety Committee; Joint Powers Committee; Management Team; FM Diversion Administrative Advisory; County budget; New Hire Orientation; and KFGO and WDAY talk radio shows concerning sales tax.

On motion by Mongeau, seconded by Weyland, and unanimously approved, the Board approved moving the December 6 County Board Meeting to Thursday, December 8 because of the annual AMC Conference on December 5-6.

ADJOURN

The meeting adjourned at 9:58 a.m.

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Frank Gross, Chair  
Clay County Board of Commissioners

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Brian C. Berg, County Administrator